

Classified Payroll Instructions

All forms are available at <http://www.uwex.edu/payroll/>

At time of hire submit the following documents to UW Extension Office of Human Resources:

W-4 Form: List your legal name as it appears on your social security card, Driver's License or Passport. Complete the form using your permanent mailing address. Your W-2 will be sent to that address. Complete a new W-4 if your withholding needs change.

I-9 Form: You and your supervisor need to complete the required fields and attach a copy of the identification documents.

On the first day of employment complete and submit the following to the Payroll Office:

Direct Deposit Form: The University of Wisconsin distributes pay using an electronic direct deposit program. Automated Clearing House (ACH) allows the safe, fast, efficient crediting of your pay directly to your financial account.

Person Information Form: Report address, telephone and e-mail.

Submit a timesheet at the end of each pay period:

*Complete the entire top portion, including the UDDS, Fund, Activity Code and Account. Be sure to indicate FLSA status, Exempt or Non-Exempt. Exempt positions may not be paid the FLSA overtime rate for hours worked in excess of 40 per week.

*Indicate hours worked and taken as leave. Complete weekly totals for all columns and compute a grand total.

*List hours worked between 6:00 p.m. and 6:00 a.m. in the Night Differential columns. Check whether overtime is to be paid or credited as compensatory time

*Please check "APPROVED SCHEDULE IS" area. If applicable, the alternative workweek schedule must be provided

Completed timesheets should be signed and dated by the employee and supervisor. Timesheets are due in the Payroll Office each Monday at noon following the end of the biweekly pay period unless noted as "*Due Early*" on the pay schedule. Please refer to the current Biweekly Pay Schedule or the Payroll Planning Calendar. Timesheets may be faxed **only if** a supervisor or employee is not available for signature. A signed original should be submitted as soon as possible.

Earnings Statements:

If you are located on the Madison campus, your earnings statement will be picked up from the Payroll Office by your department and distributed to you on the pay date. Otherwise, they are sent via interdepartmental or U.S. mail.

Human Resources Contact:

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